

---

# Job Postings

---

---

Job #1 (Jess & Attitra ) ASSISTANT TO THE GENERAL MANAGER	
Organization	Orlando Repertory Theatre
Location	Orlando, Florida
Jb Type	Production
Salary Type & Rate	Based on Experience
Application Deadline	January 20, 2016

ORLANDO REPERTORY THEATRE (ORT) seeks a an assistant to the general manager for it's 2015-2016 season. Contract begins August 16, 2015 and ends May 15, 2016. The AGM will work in the administrative office and assist with budgeting, contracting and facilities management for all multiple productions, student programs and special events. Must be able to serve as a positive representative for The REP in the community with a commitment to provide "The Finest in Family Theatre!" The ideal candidate will be have experience in contracts, travel & housing and will be a strong collaborator who possesses a strong work ethic as well as a positive attitude. A degree in theatre or 3 years experience required. To apply please email a letter, resume and 3 references to Gene Columbus at [gcolumbus@orlandorep.com](mailto:gcolumbus@orlandorep.com) with the subject CMU: MOCK APPLICATION

Jon #2 (Rachel & Lindsay) ASSISTANT STAGE MANAGER	
Organization	Shakespeare & Company
Location	Lenox, MA
Job Type	Production
Salary Type & Rate	Based on Experience
Application Deadline	January 20, 2016

SHAKESPEARE & COMPANY Seeks a Non-AEA Assistant Stage Manager for the summer season. Dates run end of June 1st through Sept. 15th. The ASM will work on one MainStage shakespeare production as well as stage manage an outdoor show. The ideal candidate will have a strong work ethic, experience with AEA rules as well as outdoor theatre, and be some one who is a strong collaborated as well as a self-starter comfortable working on their own. A degree or 3 years experience is required. To Apply please email a letter, resume and 3 references to Hope Rose Kelly at [hoperosekelly@gmail.com](mailto:hoperosekelly@gmail.com) with the Subject CMU: Mock Application

Job #3 (Camille & Abby) PRODUCTION ASSISTANT	
Organization	Hettema Group
Location	Pasadena, CA
Job Type	Production
Salary Type & Rate	Based on Experience
Application Deadline	January 20, 2016

THE HETTEMA GROUP, seeks a full time production assistant. The PA will work in the office helping coordinate large scale events and projects. Duties may include, budgeting, receipt tracking, scheduling, and booking housing and travel. The PA will also travel to specific locations to assist on site teams for openings and special events. Experience with special events & themed entertainment a plus. To apply submit letter, resume and 3 references to Nikky Rossini at [nikkyrossini@yahoo.com](mailto:nikkyrossini@yahoo.com) with the subject line CMU: Mock Application.

---

# Personal Goal Plan

## Adv. Topics In Stage Management: Career Management

DUE DATE: Tuesday, February 3, 2015 3:00PM

---

### Objectives:

Personal Goal Plans (or the more short term 5 year plan) is an age old approach to help you determine what you want out of life as a whole and how to achieve it. Creating a Goal Plan helps create perspective and balance by focusing on all aspects of life and career.

### Instructions:

- ❖ Choose your top 5 goals from your class brainstorming.
- ❖ Create a visual or written representation for each goal that covers tactics, obstacles, milestones & tasks.

### Deliverables:

This can be handed in during class or uploaded to Blackboard. Your final assignment must clearly address the following questions. It us up to you what format that takes.

- ❖ S - Is the goal specific and significant?
- ❖ M - Is the goal Measurable and meaningful?
- ❖ A - Does the plan make the goal attainable?
- ❖ R - Is the goal Relevant?
- ❖ T - Is the plan time bound and trackable?

---

# Relocation & Personal Budgeting

## Advanced Topics: Career Strategies

February 24th, 2015 3:00pm

---

### Objectives:

To create a comprehensive relocation plan and budget for both the move and monthly finances.

### Instructions:

Congratulations! You been offered the job at Orlando Repertory Theatre!

Your salary will be \$650/week for August 1st through May 31st with the likelihood of work at the fringe festival that rents the building. for June and some of July.

You will pay \$30 bi monthly for healthcare (medical only) and receive 2 weeks PTO.

You must create a personal monthly budget and relocation plan & budget

You are not being offered any money for relocation but you can stay in company housing for the month of August while you apartment hunt.

### Deliverables:

Please upload all materials to Blackboard by the start of class on Feb 24th 2015

- Monthly budget
- Relocation Plan
  - approach to moving
  - housing & transportation research
  - social activities
- Relocation Budget